



DEPARTMENT OF THE ARMY  
U.S. ARMY SECURITY ASSISTANCE COMMAND  
5701 21<sup>ST</sup> STREET  
FORT BELVOIR, VA 22060-5940

REPLY TO  
ATTENTION OF

AMSAC-WP

29 October 2004

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Foreign Military Sales (FMS) Case Preparation Timeframes (USASAC 04-13)

1. Reference DOD 5105-38-M, Defense Security Assistance Management Manual (SAMM), 3 October 2003.
2. The SAMM establishes a 120-day processing time between receipt of the complete purchaser's Letter of Request (LOR) and release of the Letter of Offer and Acceptance (LOA) with the posting of the "DOCUMENT SENT" milestone in DSAMS. The benchmark for LOA processing time is 80 percent of LOAs processed within 120 days. The standard for LOA quality is 100 percent accuracy.
3. The following revised case preparation timeframes apply to all LOAs, Amendments and Modifications:
  - a. Defined Order LOAs 65 days
  - b. Excess Defense Article LOAs 30 days
  - c. Blanket Order and CLSSA LOAs 15 days
  - d. Emergency LOAs ASAP
  - e. Pricing and Availability 38 days
4. Shorter suspense dates may be assigned to other than emergency LOAs based on urgent country requirements. Any tasking that does not allow for full preparation time must include justification for expedited processing.
5. LOA preparers will notify the Country Program Manager of any factors that may extend preparation time beyond the time specified. If a delay in LOA development is caused by an outside factor, a DSAMS "HOLD" milestone should be entered and rationale should be added to the DSAMS milestones comments section. However, this will not stop the clock from ticking.
6. After the LOA is returned from the case preparer, it should take no more than 15 days to have the LOA countersigned and offered to the customer.

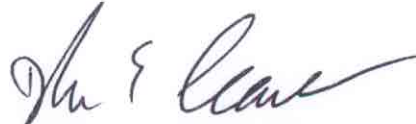
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7. Point of contact is Ms. Maria E. Patterson, 703-806-2280 or DSN 656-2280, Email Maria.Patterson@usasac.army.mil

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FOR THE COMMANDER:



DOUGLAS E. LEACH

Director, Weapons Integration and  
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